SECTION H – GRIEVANCES AND ADMINISTRATIVE REVIEW

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Policy - Section H - Grievances and Administrative Review

I. Employee Grievances

I.1. Policy

It is the policy of the Laboratory to encourage and facilitate the resolution of employee complaints in a prompt and equitable manner.

I.2. Scope

Under this policy, an eligible individual employee, excluding a flexible term, upper management personnel, or senior management group employee, may request resolution of complaints pertaining to the following:

- The corrective actions of temporary or indefinite within-range salary decrease, demotion, or suspension without pay, and written warnings pertaining to such actions. (Note: Complaints regarding other unspecified corrective actions and the written warnings pertaining to such actions are reviewed under Section H, Part II, <a href=""Administrative Review.")
- Dismissal.
- Discriminatory practices as listed in <u>Section A, Part II, "Nondiscrimination and Affirmative Action."</u>
- Alleged improper implementation of Laboratory personnel policy or implementing procedure, except complaints of improper implementation of policy or implementing procedure pertaining to selection for transfer or promotion; classification of a position; performance appraisals; or a salary action, other than a corrective salary action, which are reviewed under the Administrative Review Policy.

An employee may elect to have a complaint that qualifies for review under this policy reviewed under the Administrative Review Policy. However, the same complaint shall not be reviewed under both the Employee Grievances and the Administrative Review policies.

The Human Resources Manager shall determine whether a complaint is within the scope of the Employee Grievances or Administrative Review policy. An employee may appeal the decision of the Human Resources Manager to the appropriate University of California Assistant Vice President--Human Resources, who shall have final responsibility for determining whether a complaint is within the scope of this policy. A copy of the written appeal should be provided to the Human Resources Manager by the employee.

I.3. Eligibility

The right to grieve within this policy is provided to all employees, excluding flexible term, upper management personnel, or senior management group employees, from the beginning of employment except that

- a. Employees cannot grieve release during a probationary period.
- b. Temporary (fixed- and indeterminate-time) employees who have not attained indefinite career status cannot grieve a separation.
- c. Indeterminate-time employees, including indefinite career employees who have changed from a fixed percent time position to a variable percentage of fulltime position (indeterminate-time), cannot grieve the automatic end of their appointment following the end of a 24 consecutive month period during which the employee has performed no work for the Laboratory.

I.4. Informal Review

An employee who has a complaint shall discuss it with the immediate supervisor, who shall have an opportunity to resolve the complaint informally. Assistance to employees and supervisors in the informal resolution of complaints is available through Human Resources.

If the complaint cannot be resolved through informal discussions, the employee may pursue the formal review process.

An employee who has a question concerning the interpretation or application of personnel policies, including those related to grievance rights, nondiscrimination, working conditions, or other personnel matters, is encouraged to consult with the supervisor, the department head/division leader, the Human Resources Manager, and in the case of the policy on nondiscrimination, the Equal Employment Opportunity Officer.

I.5. Formal Review

Grievances within the scope of the employee grievance policy shall be submitted in writing to the Human Resources Manager for transmittal to the employee's department head/division leader.

I.5.1. Time Requirements

The grievance must be received by the Human Resources Manager on the Formal Grievance form within thirty calendar days after the date on which the employee could be expected to know of the event or action that gave rise to the grievance, or within thirty calendar days after the date



of a separation, whichever occurs first. An employee may request in writing an extension to file a grievance with the Human Resources Manager within this thirty calendar day period.

A former employee separated by layoff, who is eligible for internal applicant status, recall or preference for reemployment as provided in the layoff policy (see Section K, Part II, "Layoff"), may file a grievance alleging violations of internal applicant status, recall and preference for reemployment within thirty calendar days after the date on which the employee could be reasonably expected to know of the alleged violation, but no later than thirty calendar days after the end of his/her period of eligibility for internal applicant status, recall or preference for reemployment.

The employee is responsible for filing a formal grievance within the prescribed time limits.

I.5.2. Written Grievance

The written grievance shall describe the specific actions requested for review, any provisions of Laboratory personnel policy or implementing procedure alleged to be improperly applied, the manner in which they were improperly applied, how the employee was adversely affected, and the remedy requested.

A copy of the complete grievance statement shall be forwarded to the employee's department head/division leader by the Human Resources Manager.

The department head/division leader shall provide a written response and decision to the Human Resources Manager for transmittal to the employee within fifteen calendar days of the date the grievance was filed, unless the employee and the department head/division leader agree to an extension.

If the department head/division leader does not respond, or the employee does not agree, in writing, to an extension, the grievance shall proceed to a hearing.

I.5.3. Appeal of the Department Head's/Division Leader's Decision

If the employee wishes to appeal the department head's/division leader's decision, the employee shall submit a written appeal to the Laboratory Director.

The written appeal shall be filed at the office of the Human Resources Manager within seven calendar days of the decision of the department head/division leader.

The written appeal shall specify the portions of the written grievance that are not resolved by the department head/division leader.

The employee shall indicate whether the grievance is to be heard by a Laboratory Hearing Committee or by a non-University Hearing Officer.

The election by an employee of a hearing before a Laboratory Hearing Committee shall be final. The employee may revoke the election of a non-University Hearing Officer at any time prior to the selection of the said Hearing Officer. (See Section H.I.6.2.)

Informal resolution of a grievance may be agreed to by the employee and the department head/division leader at any stage during the consideration of a grievance.



I.6. Hearing (See Procedure H.I.6.)

I.6.1. Laboratory Hearing Panels and Committees

The Director shall select and appoint members of the Hearing Panels. Hearing Committee members shall be selected from among the Hearing Panel members.

I.6.1.1. Hearing Panel Appointment

The Director shall appoint twenty-seven career employees to serve on Hearing Panels, and ten alternates to fill any vacancies that may occur. The twenty-seven members selected shall be divided into three Panels.

I.6.1.2. Length of Service

The Panel members shall serve for two years, when new Panels shall be selected. Panel members may be reappointed.

I.6.1.3. Hearing Panel Selection

The three Hearing Panels shall be used in rotation.

Any Panel member who has a personal or work relationship with the grievant or the grievant's supervisor or is involved in the matter to be heard, shall be excused from the Panel and replaced by one of the ten alternates who shall be randomly selected to assure a conflict-of-interest-free, nine-member Panel. Questions as to whether or not a conflict exists shall be resolved by the Human Resources Manager.

I.6.1.4. Hearing Committee Selection

When a grievant elects to have an appeal heard before a Laboratory Hearing Committee, the Committee members shall be selected as follows:

- a. The names of the members of one of the nine-member Panels shall be given to both the grievant and the cognizant department head/division leader.
- b. The grievant and the department head/division leader or their representative shall alternately strike names from the nine-member list until three names remain. A coin toss shall determine whether the grievant or the department head/division leader or their representative has first choice in striking names.
- c. The Hearing Committee shall be composed of the three remaining members, who will meet and select a chairperson from among themselves.

I.6.2. Non-University Hearing Officer

As an alternative to the use of a Laboratory Hearing Committee, an employee may elect in writing that the grievance be heard by a non-University Hearing Officer.

The Director shall obtain a panel of prospective non-University Hearing Officers from the local office of the American Arbitration Association. The parties shall arrange to strike names and the remaining person shall become the Hearing Officer.

The fee charged by a non-University Hearing Officer shall be borne equally by the Laboratory and the employee if the Director accepts the recommended decision or if the hearing decision is final and binding. If the Director rejects or substantively changes the recommended decision of a non-University Hearing Officer, the fee shall be borne by the Laboratory.



I.6.3. Hearing Process

The hearing process shall provide an opportunity for the employee or the employee's representative and the department head/division leader or the department head's/division leader's representative to examine witnesses and to submit relevant evidence.

Each party shall provide the other with relevant material and names of all witnesses who are to be introduced at a hearing.

This material is to be provided, to the extent possible, at least seven days prior to the hearing.

The hearing shall be closed to the general public unless both parties agree to an open hearing. The hearing shall be recorded:

- The grievant may procure a copy of the record subject to payment of the cost.
- Either party may make provisions for a stenographic report of the hearing, subject to payment of the cost, or the parties may agree, in advance, to share the expense of a stenographic report.

The Laboratory Hearing Committee or non-University Hearing Officer shall

- a. Identify for hearing the grievance issues submitted in the original, written grievance.
- b. Conduct a hearing to determine the facts and whether the management action grieved was in violation of Laboratory personnel policy or implementing procedures or, if the grievance involves corrective action or dismissal, whether the management action was reasonable under the circumstances.
- c. Submit a written hearing report to the Director.

Except by mutual agreement of both parties, no new issue may be added to a grievance or introduced at a hearing that was not included in the original written grievance addressed to the department head/division leader.

The following applies to the report and recommendations made by the hearing body:

- a. Within fifteen calendar days after the close of the hearing, the Laboratory Hearing Committee or non-University Hearing Officer shall send the findings and recommendations to the Manager of Human Resources for transmittal to the Laboratory Director.
- b. The hearing report shall include a brief description of each incident or management action grieved, each issue under submission, the positions of the parties, the findings of fact and policy violations, if any, and a recommendation for resolution of each issue of the grievance. Findings of fact shall be supported by the evidence, and recommendations shall be supported by the findings.
- c. If the management action grieved is determined to be in violation of Laboratory policy or implementing procedure, or if the corrective action or dismissal is determined not to be reasonable under the circumstances, the remedy shall not exceed restoring to the employee the pay, benefits, or rights lost as a result of the action, less any income earned from any other employment.
- d. The resolution of any employee grievance shall be in accordance with appropriate Laboratory personnel policies and implementing procedures. Any decision, whether

recommended or final and binding, that involves an exception to personnel policy requires the prior approval of the President of the University.

I.7. Decision

The decision of the Laboratory Hearing Committee or non-University Hearing Officer shall be final and binding on the Director when the issue reviewed under this policy alleges violations of corrective action policies, dismissal policies, or layoff policies, if the employee was in career status at the time the grievance was filed.

Recommended decisions to resolve all other issues are advisory to the Director. A recommended decision of a Laboratory Hearing Committee or non-University Hearing Officer shall be either accepted, rejected, or modified by the Director within fifteen calendar days after receipt. The decision of the Director is final. The decision shall be in writing and forwarded, with a copy of the hearing report, to the respective parties.

Any decision, whether recommended or final and binding, that involves an exception to approved policies requires the prior approval of the President of the University.

I.8. General Provisions

Individual grievances of two or more employees may be included in one hearing when the grievances arise from the same action and when it is agreed upon by the employees and the department head/division leader prior to the hearing. All grievances from one employee that relate to a single incident or issue shall be included in one hearing.

I.8.1. Jurisdiction

Laboratory employees are subject to this policy and related procedures.

I.8.2. Representation

An employee may be self-represented or may be represented by another person *at any stage* of the review of a grievance. The Laboratory shall be represented by the University's Office of the General Counsel. Otherwise, the Laboratory shall be represented as the Director deems appropriate.

I.8.3. Retaliation

No employee shall be subject to retaliation for using or participating in the grievance process. Appropriate corrective action, up to and including dismissal, will be initiated against an employee found to have retaliated against another employee for exercising rights under this policy.

I.8.4. Time Limits

The total time period from the initial date of filing of the formal grievance to the final decision shall not exceed ninety calendar days, unless extensions are granted in accordance with the following provisions:

• Once a formal grievance has been filed on a timely basis, the Director may extend subsequent time limits in this policy except as provided in <u>Section H.I.5.2</u>. of this policy. The extensions shall be in writing and include the reason for extensions and forwarded to the employee and the department head/division leader.

• Any time limit, including the original filing time limit, that expires on a Saturday, Sunday, administrative holiday, or other day off observed by the Laboratory shall be extended to the next normal working day.

I.9. Pay Status for Time Spent in Grievance Resolution

The department head/division leader shall approve requests for reasonable time off with pay during scheduled working hours to an employee and to an employee's representative (if the representative is an employee at the same location and is not paid for such representation by the employee filing the grievance or by others) for time spent in informal resolution of a complaint, in investigating a complaint, and in presenting a grievance at a formal hearing. Time spent by the employee or the representative in the above activities outside scheduled working hours is without pay.

An employee who serves as a witness shall be on pay status while testifying at a hearing. In addition, the department head/division leader shall grant reasonable time off with pay during scheduled working hours to an employee-witness for other meetings related to resolution of an employee complaint; however, an employee-witness's time spent outside of scheduled working hours, other than testifying at a hearing, shall be without pay.

Appropriate accommodations and adjustments will be made for employees working shifts other than day shifts (e.g., swing or owl) when testifying at a grievance hearing.

II. Administrative Review

II.1. Policy

It is the policy of the Laboratory to encourage and facilitate the resolution of employee complaints in a prompt and equitable manner.

II.2. Scope

An individual employee, except a flexible term, upper management personnel, or senior management group employee, may request resolution under this policy of any complaint regarding a specific management action that adversely affects the employee's terms and conditions of employment. These complaints include but are not limited to those regarding

- Selection for transfer or promotion.
- Position classification.
- Merit salary increase or other salary action.
- The content of a performance appraisal.
- Release during a probationary period or separation of temporary employees and indeterminate-time employees.
- Misconduct in research.

An employee may elect to have a complaint that qualifies for review under the Employee Grievances Policy reviewed under this policy. However, the same complaint shall not be reviewed under both the Employee Grievances and Administrative Review policies.

The Human Resources Manager shall determine whether a complaint is within the scope of the Employee Grievances or Administrative Review policy. An employee may appeal the decision of the Human Resources Manager to the appropriate University of California Assistant Vice President--Human Resources, who shall have final responsibility for determining whether a complaint is within the scope of this policy. A copy of the written appeal should be provided to the Human Resources Manager by the employee.

For Laboratory procedure on sexual harassment complaint resolution, see Procedure D.II.4.

II.3. Eligibility

All employees, except flexible term, upper management personnel, or senior management group employees, may request review of their complaints under this policy.

II.4. Informal Review

An employee who has a complaint shall discuss it with the immediate supervisor, who shall have an opportunity to resolve the complaint informally. Assistance to employees and supervisors in the informal resolution of complaints is available through Human Resources.

An employee who has a question concerning the interpretation or application of personnel policies, including those related to grievance rights, nondiscrimination, working conditions or other personnel matters, is encouraged to consult with the supervisor, the department head/division leader, the Human Resources Manager, and in the case of the policy on nondiscrimination, the Equal Employment Opportunity Officer.

If the complaint cannot be resolved through informal discussions, the employee may pursue the formal review process.

II.5. Formal Review

An employee shall submit a request for administrative review in writing to the Human Resources Manager.

II.5.1. Time Requirements

The request for administrative review must be received by the Human Resources Manager within thirty (30) calendar days after the date on which the employee could be expected to know of the event or action that gave rise to the complaint or within thirty (30) calendar days after the date of a separation, whichever comes first. An employee may request in writing an extension to file an administrative review with the Human Resources Manager within this thirty calendar day period.

A former employee separated by layoff, who is eligible for internal applicant status, recall or preference for reemployment as provided in the layoff policy (see Section K, Part II, "Layoff"), may request an administrative review alleging violations of internal applicant status, recall and preference for reemployment rights within thirty (30) calendar days after the date on which the employee could be reasonably expected to know of the alleged violation, but no later than thirty calendar days after the eligibility period ends.

The employee is responsible for filing the appeal within the prescribed time limits.

II.5.2. Written Complaint

The written complaint shall describe the specific actions that are requested for review, any provisions of Laboratory policy or implementing procedure alleged to be improperly applied, the



manner in which they were improperly applied, how the employee was adversely affected, and the remedy requested. The written request for administrative review shall be processed as follows:

- a. A request for review of the Human Resources Manager's decision on the classification of a position shall be forwarded by the Human Resources Manager to the Laboratory Director, whose decision shall be final.
- b. A request not covered by Paragraph II.5.2(a) above shall be forwarded by the Manager of Human Resources to the department head/division leader. If the complaint is not resolved by the department head/division leader, the employee may request review by the Director, whose decision shall be final. If the complaint is about an action taken by the Laboratory Director, the request for review shall be forwarded to the President of the University, whose decision shall be final.

II.6. Department Head/Division Leader Administrative Review Process

Upon receipt of an administrative review, the department head/division leader shall effect such review measures as he/she deems necessary, subject to the following:

- The review process shall be conducted as informally as possible.
- In discussion, if any, between the department head/division leader and the employee, the latter may be accompanied by a representative of his/her choice.
- The department head/division leader investigates the complaint and, prior to responding, may question the complainant and other witnesses, review the evidence, and consult with the Manager of Human Resources regarding policy and procedures.
- A written response and decision shall be sent to the Human Resources Manager for transmittal to the employee within fifteen (15) calendar days of the filing date of the request for administrative review.

II.7. Review by the Director

II.7.1. Written Appeal

An employee's appeal of the decision of the department head/division leader to the Director shall be filed in writing with the office of the Human Resources Manager for transmittal to the Director. The appeal must be filed within seven (7) calendar days of the date the decision of the department head/division leader is given to the employee and shall include the reasons why the employee does not accept the department head's/division leader's written response.

II.7.2. Independent Party Review

Complaints filed under Administrative Review Policy may be reviewed by an independent party upon request of the employee or as deemed advisable by the Laboratory Director. No independent party shall have a personal or work relationship with the employee or the employee's supervisor or shall be involved in the matter to be heard. Questions as to whether or not a conflict of interest exists shall be resolved by the Human Resources Manager.

The independent party normally shall be an employee of the Laboratory and shall be appointed by the Director within (7) seven calendar days of the date the appeal is filed to review the facts of the case. The independent party shall submit the findings and conclusions to the Director within twenty-eight (28) calendar days.



Each party to the complaint shall have an opportunity to meet with and present information directly to the independent party.

The Director shall consider the facts and conclusions submitted by the independent party in making a decision.

The Director shall send to the Human Resources Manager, within seven (7) calendar days of receiving the independent party's report, a written decision for transmittal to both parties. The decision of the Director is final.

II.8. Documentation

For complaints filed under <u>Administrative Review Policy Paragraph II.5.2(a)</u>, the review and decision at each administrative level and the independent party's findings of fact, if any, shall be in writing, and shall be included in the record of the complaint for review at each successive level of review. A copy of the documentation shall be provided to the employee, the supervisor, and the department head/division leader.

II.9. Time Limits

The final decision of all complaints filed under <u>Administrative Review Policy Paragraph II.5.2.</u> shall be provided in writing to the employee within ninety (90) calendar days from the date the employee filed the written request for formal administrative review, unless the Director has approved an extension. Notice of extensions shall be in writing, including the reasons for the extensions, and shall be forwarded by the Human Resources Manager to the employee and to the department head/division leader.

II.10. General Provisions

II.10.1. Retaliation

No employee shall be subject to retaliation for using or participating in the administrative review process. Appropriate corrective action, up to and including dismissal, will be initiated against an employee found to have retaliated against another employee for exercising rights under this policy.

II.10.2. Jurisdiction

Laboratory employees are subject to this administrative review process.

II.10.3. Representation

An employee may be self-represented or represented by another person at any stage of the process. The Laboratory shall be represented as the Director deems appropriate.

II.10.4. Pay Status for Time Spent in Complaint Resolution

The department head/division leader shall approve requests for reasonable time off with pay during scheduled working hours to an employee who requested administrative review and to an employee's representative (if the representative is an employee at the same location and is not otherwise paid for such representation from any source) for time spent in informal resolution of a complaint, in investigating a complaint, or in presenting the complaint to Laboratory administrators or the independent party. Time spent by the employee or the representative in the above activities outside scheduled working hours is without pay.

An employee who serves as a witness shall be on pay status while providing information to Laboratory administrators or the independent party. In addition, the department head/division leader shall grant reasonable time off with pay during scheduled working hours to an employee-witness while providing information to others involved in the resolution of an employee complaint; however, an employee witness's time spent outside of scheduled working hours, other than while providing information to the Laboratory administrators or the independent party, shall be without pay.

Appropriate accommodations and adjustments will be made for employees working nonstandard work shifts (swing and owl) when testifying during the administrative review process.

II.10.5. Review of Policies, Classification Standards, and Salary Ranges

Questions or complaints regarding personnel policies, classification standards, benefits, and salary rates or ranges for classes shall be submitted to the Human Resources Manager for discussion. Failing resolution, the questions or complaints may be submitted to the Director who may, if necessary, consult with the Office of the President.

II.10.6. Review of Discriminatory Practices

Upper Management Personnel who allege a discriminatory practice as listed in Personnel Policy Section A, Part 2, Nondiscrimination and Affirmative Action, may submit a complaint in writing to the Laboratory Director. The Laboratory Director shall appoint a factfinder who shall review the facts of the case, provide an opportunity for the appointee to present witnesses and evidence, and submit a written report of the facts to the Laboratory Director. The Laboratory Director will then take such action as deemed appropriate.

I.6. Hearing-Procedure

- a. The hearing process shall provide an opportunity for the employee or the employee's representative and the department head/division leader or the department head's/division leader's representative to examine witnesses and to submit relevant evidence:
 - i. Each party shall provide the other with relevant material and names of all witnesses who are to be introduced at a hearing.
 - ii. This material is to be provided, to the extent possible, at least seven (7) days prior to the hearing.
- b. The Laboratory Hearing Committee or non-University Hearing Officer shall
 - i. Identify for hearing the grievance issues submitted in the original, written grievance.
 - ii. Conduct a hearing to determine the facts and whether the management action grieved was in violation of Laboratory personnel policy or implementing procedures or, if the grievance involves corrective action or dismissal, whether the management action was reasonable under the circumstances.
 - iii. Submit a written hearing report to the Director.
- c. The Laboratory Hearing Committee or non-University Hearing Officer shall have discretion to vary the normal procedure under which the grievant's case is presented first (except for cases involving disciplinary action).
- d. The Hearing shall be closed to the general public unless both parties agree to an open hearing.



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- e. The Hearing shall proceed in the absence of any party who, after due notice, fails to appear or to obtain a delay or adjournment. The report and recommendations of the Laboratory Hearing Committee or non-University Hearing Officer in such instances shall be based on the merits of such evidence and testimony as is presented by the participating party or parties.
- f. All evidence and testimony shall be taken in the presence of the Laboratory Hearing Committee or non-University Hearing Officer and all parties, except as already noted, or where the right to be present has been waived.
- g. The Laboratory Hearing Committee or non-University Hearing Officer shall be the judge of the relevance of any evidence offered.
- h. Except by mutual agreement of both parties, no new issue that was not included in the original written grievance addressed to the department head/division leader may be added to a grievance or introduced at a hearing.
- i. No testimony or documents containing classified or restricted data within the meaning of DOE security regulations shall be presented or discussed in the presence of any person who has not been granted access to such information by DOE or in any place where such presentation or discussion is not authorized by DOE security regulations:
 - i. All documents containing classified or restricted data shall be declassified by editing and approved by the Laboratory Classification Officer prior to transmittal to any persons or areas not authorized to receive classified information.
 - ii. In the event that testimony may bear upon or relate to classified information, all persons shall be instructed neither to ask any question nor to respond to any question in terms that divulge classified information.
- j. In the event that the conditions pertaining to classified information above cannot be met without significant impairment of the value or importance of the evidence, the following actions may be taken:
 - i. The hearing may be moved to an area approved for classified discussion but may be continued there only in the presence of persons who have approved access to classified information.
 - ii. In the event that the Laboratory Hearing Committee or non-University Hearing Officer does not have access to classified information, the Director shall, upon request of the Laboratory Hearing Committee or non-University Hearing Officer, appoint a staff member who does have such access to review such testimony or documents and report the sense of them in unclassified terms and in such contexts as sought by the Laboratory Hearing Committee or non-University Hearing Officer.
- k. A hearing shall be declared closed by the Laboratory Hearing Committee or non-University Hearing Officer upon declaration by the parties that they have no further evidences to offer or witnesses to be heard unless briefs or other documents are to be subsequently filed, in which case the effective date of closing shall be the final date set by the Laboratory Hearing Committee or non-University Hearing Officer for the filing of those briefs or documents.
- 1. A hearing may be reopened at the discretion of the Laboratory Hearing Committee or non-University Hearing Officer upon request of either party at any time prior to the submittal of a report and recommendation, except that such reopening shall not delay the submittal of that



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report and recommendation beyond the date set in accordance with this procedure without the prior approval of the Director.

- m. The hearing shall be recorded:
 - i. The grievant may procure a copy of the record subject to payment of the cost.
 - ii. Either party may make provisions for a stenographic report of the hearing subject to payment of the cost or the parties may agree, in advance, to share the expense of a stenographic report.
- n. The following recommendations apply to the report and recommendations made by the hearing body:
 - i. Within fifteen (15) calendar days after the close of the hearing, the Laboratory Hearing Committee or non-University Hearing Officer shall send the findings and recommendations to the Human Resources Manager for transmittal to the Laboratory Director.
 - ii. The hearing report shall include a brief description of each incident or management action grieved, each issue under submission, the positions of the parties, the findings of fact and policy violations, if any, and a recommendation for resolution of each issue of the grievance. Findings of fact shall be supported by the evidence, and recommendations shall be supported by the findings.
 - iii. If the management action grieved is determined to be in violation of Laboratory policy or implementing procedure, or if the corrective action or dismissal is determined not to be reasonable under the circumstances, the remedy shall not exceed restoring to the employee the pay, benefits, or rights lost as a result of the action, less any income earned from any other employment.
 - iv. The resolution of any employee grievance shall be in accordance with appropriate Laboratory personnel policies and implementing procedures. Any decision, whether recommended or final and binding, that involves an exception to personnel policy requires the prior approval of the President of the University.

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For policy-related questions, contacts are:

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For web-related questions about this page, contact: Workforce Planning and Analysis, SEDD

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